

# HIGHLIGHTS OF THE PROPOSED (DRAFT) HHS PERFORMANCE PLAN

## January 06

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- ❑ Includes all HHS employees (except for SES and Commissioned Corps) as follows:
  - General Schedule
  - Title 42, and
  - Wage Grade including bargaining units
- ❑ Uses cascading concepts to link performance requirements to HHS strategic plan and the new “Top Twenty” (One-HHS Management and Program Objectives)
- ❑ Uses two critical element categories including outcomes
- ❑ Shifts from pass/fail to multi-level rating system to facilitate performance distinctions
- ❑ Four levels possible for individual and summary ratings:

Exceptional	5 points
Fully Successful	3 points
Minimally Successful	2 points
Unacceptable	1 point

- ❑ Uses numerical system to derive summary rating
- ❑ Links awards to performance
- ❑ Award amounts defined as follows:

Exceptional Rating:	2.5% - 5.0 % of base pay
Fully Successful Rating:	Up to 2.0 % of base pay

- ❑ Establishes minimum appraisal period as 90 days
- ❑ Establishes Calendar Year as rating cycle for all employees
- ❑ Written narratives justifying summary ratings are required only if summary rating is less than “fully successful.”
- ❑ Optional requirement for second-level review of performance plan or rating